

**GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY  
MINUTES OF BOARD MEETING  
January 23, 2009**

A meeting of the Georgia State Board of Occupational Therapy was held January 23, 2009 at the Secretary of State Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia with the following members present:

**Members Present:**

Kathleen H. Conyers, OTR/L, Vice President  
Donna J. Domyslawski, OTR/L  
Jeff Etheridge, OTR/L  
Rachele Branson, OTR/L  
Mary Louise Austin, Consumer

**Board Members Absent:**

Kendyl R. Brock, Chair

**Others Present:**

Brig Zimmerman, Executive Director  
Wylencia Monroe, A.A.G.  
Serena Gadson, Licensing Supervisor  
Tanya Marcus, Licensing Analyst  
Dianne Patterson, Administrative Assistant  
Amanda Allen, Board Support Specialist

**Guest Attendees:**

Alpa Panchal  
Andrea Bussey  
LaChell M. Taylor

**Ms. Conyers, Vice-Chair established a quorum of the Board was present and called the Board meeting to order at 10:07 a.m.**

**Agenda:**

**Approved with late agenda items added**

**Announcements:**

The Board would like to congratulate Ms. Kathleen Conyers, Vice President, on receiving the 2009 American Occupational Therapy Association Roster of Fellows Award.

**Minutes:**

**Ms. Austin moved, Mr. Etheridge seconded, and the Board voted to approve the minutes from the November 14, 2008 meeting with corrections. None opposed, motion carried.**

**Correspondence:**

The Board discussed correspondence and a response was provided by the Board for the following individuals:

- Joe Pickavance, COTA
- Alpa Panchal

**Ms. Domyslawski moved, and Mr. Etheridge seconded, and the Board voted to respond back to the correspondent as directed. None opposed, motion carried.**

**Public Hearing: Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements**

No guest attendees for public rule hearing.

**SYNOPSIS OF PROPOSED AMENDMENT TO THE  
GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES  
RULE 671-3-.08 RENEWAL OF LICENSE/PENALTIES/CONTINUING EDUCATION  
REQUIREMENTS.**

**PURPOSE:** The purpose of the proposed rule amendment is to add language to clarify the current rule regarding continuing education requirements for individuals initially licensed, for the first time, in the state of Georgia, in the second year of the biennium renewal period.

**MAIN FEATURES:** The main feature of the proposed rule amendment is the addition of language regarding the exemption from having to obtain the continuing education hours as applicable only to initial licensure as an Occupational Therapist or Occupational Therapy Assistant to practice occupational therapy in Georgia as found in the current Board rule 671-3-.08(4).

**DIFFERENCES BETWEEN THE EXISTING RULE AND THE PROPOSED AMENDMENT TO THE  
GEORGIA STATE BOARD OF OCCUPATIONAL THERAPY RULES, RULE 671-3-.08 RENEWAL  
LICENSE/PENALTIES/CONTINUING EDUCATION REQUIREMENTS.**

**NOTE:** Underlined text is proposed to be added; lined through text is proposed to be deleted. Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements is hereby revised as follows:

**671-3-.08 Renewal of License/Penalties/Continuing Education Requirements. Amended.**

- (1) A license issued by the Board shall expire on March 31st of even numbered years. The license may be renewed upon submission of the renewal application and payment of the required fee provided all requirements have been met. Refer to fee schedule.
- (2) A license that is not renewed on or before March 31st of the renewal year shall be deemed lapsed. An application for restoration shall be required as provided for in Rule 671-3-.09 in order to seek to obtain a license to practice in this State. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.
- (3) A minimum of twenty-four (24) contact clock hours of continuing education related to occupational therapy practice is required for renewal except as otherwise provided in this chapter. At least sixteen (16) hours must be related to direct "hands on" patient care (dpc). Up to eight (8) hours may be in related areas such as administration, supervision, education, documentation, quality assurance, ethics, research methods, professional presentations, and providing Level II fieldwork supervision.
  - (a) Continuing Education (CE) hours obtained from January 1st until March 31st of an even numbered year will be counted toward the following biennium renewal period rather than the current biennium renewal period if the licensee has obtained all hours required for renewal by December 31st of the prior odd numbered year.
  - (b) Direct patient care continuing education includes attendance at live presentations such as workshops, seminars, conferences or formal academic course work. Up to four (4) hours can be obtained by means of in-service educational programs, electronic or web based courses, formal self study courses or computer learning activities. See Rule 671-3-08 (7) for documentation requirements.
  - (c) General continuing education includes up to four (4) hours for each of the following activities including independent study, mentorship, Level II fieldwork supervision, published professional writing, instructional presentations, research, grants, professional

meetings and related activities and up to four (4) hours can be by means of in-service educational programs, electronic or web based courses, formal self study courses, satellite broadcasts or computer learning activities.

(d) Of the twenty-four (24) hours, no more than eight (8) continuing education hours may be in self study and no more than four (4) hours in the area of general continuing education.

(e) Each licensee must complete a minimum of two (2) hours of continuing education in the ethics of occupational therapy practice.

(f) Definitions:

1. Contact Hour: For purposes of these rules, a contact hour is defined as actual time spent in instruction or organized learning experience excluding meals, breaks, welcome/introductions, and business meetings.

2. Direct Hands On: For purposes of these rules direct “hands on” patient care includes occupational therapy assessment, treatment planning, occupational therapy implementation and diagnostic related information.

(4) An licensee individual who is applying for licensure in Georgia for the first time (never having held a Georgia OT or OTA license) and who is licensed during the second year of the biennium renewal period is not required to meet continuing education requirements for that initial renewal period only.

(5) Prior approval of continuing education courses is not required. Each licensee randomly selected for a CE audit must submit to the Board supporting documentation as specified in this rule.

(6) Acceptable professional continuing education activities shall include activities relevant to occupational therapy practice that can be deemed to update or enhance knowledge and skills required for competent performance beyond general entry level occupational therapy and that include a verifiable way to document time spent in the learning activity.

(7) Documentation of continuing education which the Board deems as acceptable proof of completion include the following:

(a) For continuing education courses that include attendance and participation at a presentation such as a workshop, seminar, conference or in-service educational program:

1. A certificate of completion or similar documentation signed by program official and a program description including sponsor, course title, date, program objective/learning outcomes, content description, agenda or schedule.

2. A shortened description may be accepted for programs specifically exempted by the Board such as AOTA and GOTA Conferences; and

(b) Formal self study, viewing of videotapes in a professional setting, satellite broadcasts, or computer learning activities that must include:

1. Verified instructional time by the course sponsor; a certificate of completion or similar documentation signed by program official; and

2. A program description including sponsor, course title, date, program objective/learning outcomes, content description.

(c) For general education under 671-3-.08(3)(b) documentation must include:

1. How activity relates to occupational therapy;

2. Date and clock hours;

3. Other information as may be requested.

(d) For Level II Fieldwork Supervision involving serving as the primary clinical fieldwork educator for Level II occupational therapy or occupational therapy assistant fieldwork students:

1. Verification provided by the school to the fieldwork educator with the name of the student, school and dates of fieldwork or the signature page of the completed student evaluation form with evaluation scores and comments blocked out and;

2. A description of the fieldwork including name and type of facility, name of the fieldwork educator and times spent in direct supervision of the student.

(e) For professional presentations to include first time or significantly revised presentation or an academic class session, workshop, seminar, in-service or professional meeting program session:

1. Verification of presentation or formal thank you note signed by the sponsor or program official and;
  2. Presentation description including location, title, date, hours of presentation, general content description, and type of audience.
- (f) Continuing education listings should be documented on the appropriate board form, available on the website.
- (8) Procedure for verifying to the Board that the continuing education requirements for licensure renewal have been met:
- (a) Respond appropriately to renewal questionnaire.
  - (b) Retain documentation in personal files and submit to the Board if selected for audit.
  - (c) Documentation as specified in 671-3-.08(7) must be maintained by the licensee for no less than three (3) years from the beginning date of the licensure period.

**Authority O.C.G.A §§ 43-28-7 and 43-28-14**

**Ms. Domyslawski moved, Ms. Austin seconded, and the Board voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A §§ 43-28-7 and 43-28-14.**

**Ms. Domyslawski moved, Ms. Austin seconded, and the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. §§ 43-28-7 and 43-28-14 to adopt or implement differing actions for businesses as listed at O.C.G.A. § 50-13-4(3)(A),(B),(C),&(D) and that the formulation and adoption of this rule will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of Occupational Therapy.**

**Ms. Domyslawski moved, Ms. Branson seconded, and the Board voted to adopt the proposed Rule 671-3-.08 Renewal of License/Penalties/Continuing Education Requirements as presented above.**

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**Ms. Austin moved and Mr. Etheridge seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. §43-1-2(k) (1) (2), O.C. G.A. §43-1-2 (k) (4), O.C.G.A. §43-1-19 (h) (2) & (4) and O.C.G.A. §50-14-2(1) to deliberate on Applications, to receive the Attorney General’s, Enforcement and Cognizant Reports. Voting in favor of the motion were those present who included Board Members Austin, Branson, Domyslawski, Etheridge and Conyers. The Board concluded Executive Session in order to vote on these matters and to continue with the public session.**

**Probation Report:**

The Probation Report was presented to the Board on the following licensees:

Dixie Farrell, Brenda Johnson, Jennifer Buxton, Karin DeGroot, and Russell Jones

**Ms. Conyers moved, Ms. Austin seconded, and the Board voted to accept the probation report as presented.**

**Liaison Report:**

No Report Presented

**Executive Director’s Report:**

1. Mr. Zimmerman reviewed with the Board the new electronic changes that are forth coming to the Professional Licensing Boards Division.

**Cognizant Member's Report:**

**OT090007- Pending the receipt of additional information from respondent.**

**OT090008- Pending the receipt of additional information from complainant.**

**Ms. Domyslawski moved, Ms. Branson seconded, and the Board voted to accept the Cognizant's Report as presented. None opposed, motion carried.**

**Enforcement Report:**

**No report presented**

**Attorney General's Report:**

Ms. Wylencia Monroe, Assistant Attorney General, provided a status report, which included information on any cases referred for action, requests for advice and/or requests for authority for proposed rules.

**Ms. Domyslawski moved, Ms. Branson seconded and the Board voted to accept the Attorney General's report as presented. None opposed, motion carried.**

**Applications:**

**Ms. Domyslawski moved, and Ms. Branson seconded, and the Board voted to take the following action on Licensure by Application:**

Bussey, Andrea	Approved
Taylor, LaChell Marie	Approved

**Mr. Etheridge moved, and Ms. Branson seconded, and the Board voted to take the following action on Licensure by Restoration:**

A.M.	Pending
Mines, Susanne M.	Approved
Westwood, Sonya R.	Approved

**Mr. Etheridge moved, and Ms. Branson seconded, and the Board voted to take the following action on requests for certification of Physical Agent Modalities- OT:**

T.M.A.	Pending
Baynard, Leah M.	Approved
E.S.B.	Pending
Brinson, Victoria M.	Approved
Carrick, Ryan M.	Approved
Gomeyac, Melchor C.	Approved
L.J.H.	Pending
S.T.L.	Pending
Lodde, Mary C.	Approved
G.A.S.	Pending
J.M.T.	Pending
Vinson, Paula D.	Approved
Williams, Erica L.	Approved
Y.Z.W.	Pending
C.E.T.	Pending

**Mr. Etheridge moved, and Ms. Branson seconded, and the Board voted to take the following action on requests for certification of Physical Agent Modalities- OTA:**

C.G.M.	Pending
Mitchell, Keesha L.	Approved
S.S.S.	Pending

**Mr. Etheridge moved, and Ms. Branson seconded, and the Board voted to ratify the following applications approved between meetings determined to have met licensure requirements as follows:**

**Occupation Therapist**

<b>License No.</b>	<b>Licensee</b>	<b>Issue Date</b>
OT004852	Ying, Katti Kai Yuan	11/17/2008
OT004853	Mattingly, Shannon Michelle	11/18/2008
OT004854	Hines, Ranyouri Quanda	11/18/2008
OT004855	Mirandy, Amanda Leah	11/20/2008
OT004856	Flaspohler, Mary Beth	11/21/2008
OT004857	Rosing, Staci Gail	12/1/2008
OT004858	Worrell, Michele Rosemary	12/2/2008
OT004859	Miller, Rosalie J	12/3/2008
OT004860	Tate, Akia Shanetta	12/3/2008
OT004861	Marr, Nerissa Lorain	12/3/2008
OT004862	Healy, Wendy Lea	12/5/2008
OT004863	Lewis, Letisha Loraine	12/8/2008
OT004864	Gayed, Christine	12/8/2008
OT004865	Alcala, Bernadette B	12/8/2008
OT004866	Davis, Ana Lessa	12/9/2008
OT004867	Seaborough, Tyneise Javon King	12/16/2008
OT004868	Gore, Jasmine Andrea	12/19/2008
OT004869	Hill, Cyneta R	12/19/2008
OT004870	Marvin, Tifany Loren	12/22/2008
OT004871	Samuelson, Elizabeth A	1/6/2009
OT004872	Howell, Lindie Jo	1/12/2009
OT004873	Williams, Erin Elizabeth	1/22/2009
OT004874	Smyth, Michelle Renee	1/22/2009

**Occupational Therapy Assistant**

<b>License No.</b>	<b>Licensee</b>	<b>Issue Date</b>
OTA001130	Boynnton, Tina Denise	11/24/2008
OTA001131	Carswell, Constance Renee	11/24/2008
OTA001132	Harrell, Eve Marie	11/24/2008
OTA001133	Page, Michael Lee	11/24/2008
OTA001134	Woods, Tiffany Maria	11/24/2008

OTA001135	Hargrove, Misty Rachae	12/4/2008
OTA001136	Long, Deana Marlene	12/8/2008
OTA001137	Cole, Tracy Denise	12/9/2008
OTA001138	Davis, Latora Danise	12/19/2008
OTA001139	Sisa, Jessica S	12/19/2008
OTA001140	Foskey, Courtney Shree	1/7/2009

<b>License No.</b>		<b>Issue Date</b>
OT000938	Kronenberger, Susan H.	11/17/2008
OT003851	Branch, Mary Jessica	12/30/2008

**Limited Permits**

	<b>Applicant</b>	<b>Issue Date</b>
	Krauseneck, Katie Marie	1/23/2009

**2009-2010 Board Officer Elections:**

**Ms. Domyslawski moved, Ms. Austin seconded, and the Board voted to re-elect Ms. Kendyl Brock as Board President and Ms. Kathleen Conyers as Board Vice President. None opposed, motion carried.**

**With no additional business to be discussed, Ms. Branson moved, Mr. Etheridge seconded, and the Board adjourned the meeting at 1:05 p.m.**

**Minutes recorded by:** Amanda M. Allen, Board Support Specialist  
**Minutes reviewed and edited by:** Brig Zimmerman, Executive Director

\_\_\_\_\_  
 Kathleen Conyers, Vice President

\_\_\_\_\_  
 Brig Zimmerman, Executive Director

These minutes were signed and approved on \_\_\_\_\_.